## 1300 National Drive, Suite 173 Sacramento, CA 95834

Telephone: 916-419-7591 Fax: 916-419-7596 E-Mail: ccoa@ccoa.ca.gov Web Site: www.ccoa.ca.gov

Name



## BUSINESS CARDS & NAME BADGE ORDERS

## **BUSINESS CARDS**

Official state business cards are as shown in the sample below. Print is done in Ariel with the name in bold print. This is the only approved card used by CCoA Commissioners. Fill out the information below and please print clearly:

Address(Your personal option)	STATE OA	John Doe Customer Service Representative
City Zip	MINIM	Office of State Publishing 344 North Seventh Street Sacramento, CA 95811
Phone		(916) 123-4567 Fax (916) 123-4568 Cell (916) 123-4560
Fax	ALIFORNI	john.doe@dgs.ca.gov
E-mail		
Orders are placed by the CCoA office with the State Printing Office once a month, so if you anticipate running out of business cards, place your order early.		
NAME BADGE  Please complete the following information when ordering a replacement badge. Print or type your name exactly as you wish it to appear on your badge:		